

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field										<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input checked="" type="checkbox"/> Employment and Financial Interest <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																													
Explanation (Show any positions replaced) Standard Position description #9120										7. Fair Labor Standards Act										8. Financial Statements Required										12. Sensitivity										13. Competitive Level Code																													
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Grade										14. Agency Use																													
a. Office of Personnel Management										Department of the Interior, FLEET Specialist										GS										1811										12										9/3/82																			
b. Department, Agency or Establishment										Firefighter										Law Enforcement										1812										12										9/3/82																			
c. Second Level Review										Special Agent Criminal Investigator										GS										1811										12										9/3/82																			
d. First Level Review										Special Agent										GS										1812										12										9/3/82																			
e. Recommended by Supervisor or Initiating Office										Special Agent										GS										1812										12										9/3/82																			
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)										Signature of Employee (optional)										Date																																							
18. Department, Agency, or Establishment										Department of the Interior										c. Third Subdivision										d. Fourth Subdivision										e. Fifth Subdivision																													
a. First Subdivision										U.S. Fish and Wildlife Service										Signature of Employee (optional)										Date																																							
b. Second Subdivision										Signature of Employee (optional)										Date																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)										Date																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)										Signature of Employee (optional)										Date																													
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										a. Typed Name and Title of Official Taking Action										Signature of Employee (optional)										Date																																							
22. Position Classification Standards Used in Classifying/Grading Position										Series determination 1811										Grade - 1812/1811 2/72 TS-8										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																							
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)										Initials										Date										Initials										Date										Initials										Date									
b. Supervisor										Initials										Date										Initials										Date										Initials										Date									
c. Classifier										Initials										Date										Initials										Date										Initials										Date									
24. Remarks										Covered under 5 U.S.C. 8336(1) in the primary category (OPM letter dated 3-18-83)										SPD #9120 initially dated 9/3/82.										25. Description of Major Duties and Responsibilities (See Attached)																																							